

**Job:** **Employer Engagement Consultant**

**Location:** Central, Home Counties and London

**Salary Range:** £22,913 - £27,963 (All Other Areas)  
£24,058 - £29,108 (South East)  
£25,205 - £30,255 (London)

**Reports to:** IPES Team Leader

### **Who are we?**

Shaw Trust is a charity helping to transform the lives of young people and adults across the UK and internationally. Our specialist services help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. We add value to every service we deliver by investing back into the people and communities we support.

We are one of the largest 25 charities in the UK. We use our combined experience of over 75 years to support people to develop their potential. We have one goal: to help transform the lives of one million young people and adults each year by 2022.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

### **What is IPES?**

Intensive Personalised Employment Support (IPES) is a voluntary provision, supporting people with disabilities and complex barriers to find work, sustain employment and make improvements to their health and wellbeing.

Shaw Trust is delivering IPES alongside two Joint Delivery Partners Health 2 Employment and Genius Within. Specialist Key Workers from each organisation will form Multi-Disciplinary Teams, sharing their expert knowledge/experience to provide holistic support to participants.

### **What we need?**

The Employer Engagement Consultant is an important role for the success of IPES. You will use your commercial engagement, sales and recruitment skills, knowledge and experience to identify and engage with local employers to generate long term relationships with Shaw Trust and source/tailor/carve work placements and employment opportunities for IPES participants.

You will work closely with Key Workers within your multi-disciplinary team to understand participants within your caseload and build relationships with employers able to offer the right opportunities for them.

You will also work closely with employers to carve/tailor job opportunities and support them to become more inclusive, e.g. becoming a Disability Confident employer.

### **Are you right for the job?**

- Do you have a strong sales track record leading to achieving positive outcomes and targets in a fast paced environment?
- Are you a local labour market expert, with strong knowledge of employers, their workforce development needs, and labour market trends in your region?
- Do you have the ability to tailor your approach to engage with a range of local employers from different sector and of different sizes and structures?
- Are you a confident relationship builder, able to create opportunities with employers that match the needs of our programme participant?
- Can you maintain professional relationships with employers to generate further and on-going business opportunities?
- Are you prepared to travel regularly to visit and support employers, and effectively manage your diary to achieve this?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you have the ability and passion to persuade employers to give employment and development opportunities to disabled people and those facing disadvantage in the labour market?

### **Main Duties and Responsibilities**

1. Manage the identification and development of a range of work experience placements and vacancies for IPES participants to meet their individual employment needs and aspirations .
2. Source work experience and job vacancies using a variety of mediums, e.g. online, phone, newspapers/magazines, in person, word of mouth, recruitment events, contacts, networking.
3. Work closely with Key Workers to move participants into appropriate employment as quickly as possible .
4. Identify, engage and account manage local employers to develop an understanding of their workforce development needs and how Shaw Trust can support them.
5. Carry out appropriate workplace Health and Safety assessments and liaise with the employer to ensure appropriate adjustments are made
6. Provide advice and guidance to support Employers to improve inclusive employment practices. Encouraging them to become Disability Confident Accredited.
7. Lead locally on the development and maintenance of effective relationships with employers, employer forums, and other key stakeholder groups linking in with other operational staff working across the Shaw Trust group as appropriate .
8. Take all opportunities to sell to employers the services available to them from the Shaw Trust Group and the benefits to their organisation.
9. Maintain records of available opportunities and employer requirements, sharing information across internal delivery and other Shaw Trust Group business streams as appropriate .
10. Work with employers to develop and agree appropriate pre-employment training for participants.

11. Liaise with employers and Key Workers to jointly agree in-work support for both employers and participants.
12. Provide additional support to Employers during In Work Support and Transition phase, alongside the Key Worker
13. Discuss vacancies with participants and provide advice and guidance regarding application processes and interview guidance.
14. Create and manage a local employer and vacancy database.

## **General**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to Line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

## **Person Specification**

### **Job Title: Employer Engagement Consultant**

(E = Essential D = Desirable)

#### **Technical competency (qualifications and training)**

- Minimum of 5 GSCEs (A to C) or equivalent qualifications **(E)**
- Holding or able to achieve NVQ Level 3 Sales and Marketing or Customer Service (or equivalent) **(E)**

#### **Experience**

- Experience within the employment, training or skills sectors **(D)**
- Proven experience of meeting and exceeding targets **(E)**
- Experience of engaging and gaining commitment from employers, local authorities, health service providers and voluntary sector organisations. **(E)**
- Experience of proactively selling services to businesses **(E)**
- Experience of developing tailored service packages to businesses to meet their workforce development and recruitment needs. **(D)**
- Lived experience of local community and participant groups – reflecting demographics **(D)**

#### **Skills, Knowledge and Characteristics**

- Knowledge of the local labour market. **(E)**
- Understanding of employer expectations and accessing career opportunities. **(E)**
- An understanding of, and positive attitude towards: mental and physical wellbeing; community and social inclusion; and a barriers faced by disabled people and the long term unemployed in the labour market. **(E)**
- Knowledge of disabilities and common health conditions and their impact on finding work **(D)**
- Knowledge of benefit system and employability programmes. **(D)**
- An understanding of the requirements of health and safety risk assessments in the workplace. **(E)**
- Local community knowledge – knowing what provision and support services are available locally **(D)**
- Proactive and solution focused to create employment opportunities **(E)**
- Passionate about making a positive difference to peoples' lives. **(E)**

- Excellent organisational, interpersonal, communication and presentation skills. **(E)**
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results , including regular travel and outreach working **(E)**
- Good IT skills, including Microsoft Office and databases . **(E)**
- Positive attitude to disability, health problems and employment problems. **(E)**

### **Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service enhanced disclosure. **(E)**

**This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.**